**Title** : Water Filter Collaboration

**Instructions** : Use this checklist to make sure you are working well with your peers. You may opt to fill in 80% of the categories. You must fill in 50% of the examples.

|  | **Sometimes** | **Hardly Ever** | **Always** | **Examples** |
| --- | --- | --- | --- | --- |
| I identify goals. |  |  |  |  |
| I define tasks. |  |  |  |  |
| I outline approaches. |  |  |  |  |
| I suggest new ideas and directions. |  |  |  |  |
| I volunteer to tackle difficult tasks. |  |  |  |  |
| I ask questions. |  |  |  |  |
| I find and share resources. |  |  |  |  |
| I request clarification. |  |  |  |  |
| I seek facts. |  |  |  |  |
| I contribute facts and opinions. |  |  |  |  |
| I respond enthusiastically to others. |  |  |  |  |
| I invite everyone’s participation. |  |  |  |  |
| I make people feel good about what they contribute to the group. |  |  |  |  |
| I summarize points of discussion. |  |  |  |  |
| I simplify complicated ideas |  |  |  |  |
| I put points in perspective. |  |  |  |  |
| I help create a timeline and set priorities. |  |  |  |  |
| I keep the discussion on track. |  |  |  |  |
| I stimulate discussion by presenting different points of view. |  |  |  |  |
| I help direct division of tasks. |  |  |  |  |
| I respectfully challenge weak ideas. |  |  |  |  |
| I help identify necessary changes and encourage group action for change. |  |  |  |  |
| I seek alternative solutions. |  |  |  |  |
| I help my group reach fair, well-reasoned decisions. |  |  |  |  |